



INDIANA 5-STAR ENVIRONMENTAL RECOGNITION PROGRAM FOR METAL FINISHERS

Guidelines and Application

The Indiana 5-Star Environmental Recognition Program for Metal Finishers is a voluntary program that ranks participating metal finishers with stars ranging from one star to five stars. The Indiana Department of Environmental Management (IDEM) and the Indiana Clean Manufacturing Technology and Safe Materials Institute (CMTI), together with industry representatives, municipalities and/or publicly owned treatment works (POTWs), and other interested parties, developed this program to recognize metal finishers that go above and beyond the regulations and demonstrate exceptional environmental stewardship.

HOW THIS PROGRAM WORKS

IDEM awards stars biannually to metal finishers that meet specific criteria. Each star builds on the previous star's requirements. For example, a metal finisher must satisfy the requirements of the first three stars before applying for four stars. Star ratings remain in effect for two years. When that period expires, participants must reapply for the following two-year period. **The application submittal due dates are May 1 and November 1.**

Metal finishers that participate in this program must be in compliance with local, state, and federal environmental regulations for the previous two years. They also must submit a complete and accurate application. Minor violations that did not result in increased emissions, discharges or a release to the environment will not prevent an applicant from participating in this program. Also, participation will not trigger IDEM regulatory inspections.

A committee comprised of representatives from IDEM, CMTI, the U.S. Environmental Protection Agency, trade associations, environmental organizations, and a POTW representative from the municipality in which the metal finisher is located will review the applications. CMTI will conduct site visits for all four- and five-star applicants. If an application is not approved, the committee will determine whether the applicant should receive fewer stars or reapply to the program at a later date.

HOW METAL FINISHERS CAN GAIN NATIONAL RECOGNITION

The Indiana 5-Star Environmental Recognition Program is closely linked to the National Metal Finishing Strategic Goals Program (SGP) and U.S. EPA's National Performance Track Program. The National Metal Finishing SGP bronze level is equivalent to earning two stars in the Indiana 5-Star program; the silver level is equivalent to earning three stars; and the gold level is equivalent to earning four stars. **Applicants to the Indiana 5-Star program must officially register with the National Metal Finishing SGP and make a good faith effort to achieve the performance goals described on page 2.**

Metal finishers that earn all five stars in the Indiana 5-Star program are well equipped to earn recognition in the National Performance Track Program. This program recognizes top environmental performance among participating U.S. public and private facilities of all types, sizes and complexity. IDEM encourages 5-Star metal finishers to visit U.S. EPA's Web site at www.epa.gov/performance-track.

HOW METAL FINISHERS BENEFIT

Participation in all three programs enables metal finishers to be recognized statewide through IDEM's 5-Star program and nationally through the National Metal Finishing SGP and the National Performance Track Program.

Indiana 5-Star program participants will receive:

- Publicity through IDEM press releases;
- Recognition on IDEM's Web site list of participating metal finishers;
- Free compliance and pollution prevention assistance;
- Possible regulatory and monitoring flexibility; and
- A framed pledge certificate.

Benefits of the National Metal Finishing SGP and the National Performance Track Program can be found on the Web at www.strategicgoals.org/about.cfm and www.epa.gov/performancectrack/benefits/index.htm respectively.

PERFORMANCE GOALS OF THE NATIONAL METAL FINISHING SGP

Metal finishers participating in the National Metal Finishing SGP use 1992 (or a later year) as a baseline for measurement. Participants work to achieve the seven facility-based goals listed below. Metal finishers who want to earn gold level recognition in this program (equivalent to four stars in the Indiana 5-Star program) must meet all seven goals. Those who meet all seven goals should achieve a 50 percent reduction in costs associated with unnecessary permitting, reporting, monitoring and related activities.

PERFORMANCE GOALS

IMPROVE USE OF RESOURCES:

1. Achieve a 50 percent reduction in water purchased and used, adjusted for any changes in the facility's production level.
2. Either achieve a 25 percent reduction in facility-wide energy use, qualify as "Best in Class" for energy reduction goals that have already been met, or provide an explanation if you have increased energy use as a result of increasing the treatment of your process water.

3. Ensure that 98 percent of metals are ultimately utilized on products, which is achieved when a facility is land disposing less than 2 percent of the metals it purchases. Companies can meet this goal by recycling 100 percent of their waste or by reducing the generation of sludge by 50 percent.

REDUCE HAZARDOUS EMISSIONS:

4. Achieve a 90 percent reduction in organic toxic release inventory (TRI) chemicals. Note that TRI requirements apply to all facilities with SIC codes of 20-39 that have 10 or more full-time employees.
5. Reduce land disposal of hazardous sludge by 50 percent and reduce sludge generation.
6. Reduce the amount of metals released to the air and water by 50 percent.
7. Reduce human exposure to toxic materials in the facility and the surrounding community.

For more information on the National Metal Finishing SGP, visit IDEM's Web site at www.IN.gov/idem/strategicgoals or the National Metal Finishing SGP Web site at www.strategicgoals.org. Or, contact CMTI at (765) 463-4749 or IDEM's Office of Pollution Prevention and Technical Assistance at (800) 988-7901.

THE APPLICATION PROCESS

1. Read through the entire application (pages 3 through 6) before you start, and determine the star category in which you will apply. The criteria for one star through five stars are on pages 4 through 6.
2. Fill in the information requested on the application cover page (page 3), and for the star category in which you are applying.
3. Produce requested documentation as needed.
4. Mail or fax your completed application (pages 3 through 6) and any requested documentation to IDEM's Office of Pollution Prevention and Technical Assistance (see page 3).
5. Complete the Statement of Commitment for the National Metal Finishing SGP and mail or fax it to the Global Environment and Technology Foundation (see page 7).

INDIANA 5-STAR ENVIRONMENTAL RECOGNITION PROGRAM FOR METAL FINISHERS

Application Cover Page

IDEM awards stars for the Indiana 5-Star Environmental Recognition Program for Metal Finishers on a biannual basis. The application submittal due dates are May 1 and November 1. Mail your completed application (pages 3 through 6) and any requested documentation to the address below, or fax it to (317) 233-5627.

IDEM - Office of Pollution Prevention and Technical Assistance
402 West Washington Street, Suite 041
P. O. Box 7095
Indianapolis, IN 46207-7095

Owner/Manager: _____

Facility Name: _____

Mailing Address: _____

City: _____ State: _____ ZIP Code: _____

Facility Address (if different than mailing address):

City: _____ State: _____ ZIP Code: _____

U.S. EPA ID#: _____

Phone: _____

E-mail Address: _____

Place an x in the box next to the number of stars you are applying for:

☐ 1 Star ☐ 2 Stars ☐ 3 Stars ☐ 4 Stars ☐ 5 Stars

I certify the information in this application is accurate to the best of my knowledge:

Signature: _____

Title: _____

Date: _____

INDIANA 5-STAR ENVIRONMENTAL RECOGNITION PROGRAM FOR METAL FINISHERS

Application

STEP 1

Applicants to the Indiana 5-Star Environmental Recognition Program for Metal Finishers must:

- 1) Meet the participant level requirement of the National Metal Finishing Strategic Goals Program by officially registering with the National Metal Finishing SGP and making a good faith effort to achieve the performance goals described on page 2. To register, complete the Statement of Commitment and submit it to the Global Environment and Technology Foundation (see page 7).

Note: You must only submit this form once. It is not required again if you reapply to the Indiana 5-Star program in subsequent years.

STEP 2

Read through the criteria below and on pages 5 and 6 and determine the star category in which you will apply. Fill in the information requested for your star category and produce the requested documentation as needed.

★ 1-STAR CRITERIA

Metal finishers applying for one star must:

- 1) Meet the participant level requirement listed above.
- 2) Be in compliance with applicable regulations, including local ordinances.
- 3) Submit a baseline (1992-2000) worksheet and the most recent year's worksheet to:

National Metal Finishing Resource Center
Technical Offices
3433 Valewood Drive
Oakton, VA 22124

Visit www.strategicgoals.org to access this worksheet, or call (703) 264-0039 to request a copy.

★★ 2-STAR CRITERIA (equivalent to the National Metal Finishing SGP bronze level)

Metal finishers applying for two stars must:

- 1) Meet the 1-Star criteria listed above.
- 2) Do one of the following activities:
 - a) Actively participate in one of the SGP stakeholder workgroups listed below. *Place an x in the box next to the stakeholder workgroup(s) you will participate in.*
 - ☐ Resource Conservation and Recovery Act;
 - ☐ 5-Star Environmental Recognition Program;
 - ☐ Recruitment;
 - ☐ Financial & Technical Assistance;
 - ☐ Publicly Owned Treatment Works; or
 - ☐ Emergency Preparedness.

Are you a new workgroup member? ☐ Yes ☐ No

- b) Receive a Governor's Award for Environmental Excellence within the past year.

Year received: _____

3) Achieve one of the following options:

- a) Meet two of the seven facility-based SGP performance goals listed below. *Place an x in the boxes next to the goals your company has met.*

- ☐ 1. Achieve a 50 percent reduction in water purchased and used, adjusted for any changes in the facility's production level.
- ☐ 2. Either achieve a 25 percent reduction in facility-wide energy use, qualify as "Best in Class" for energy reduction goals that have already been met, or provide an explanation if you have increased energy use as a result of increasing the treatment of your process water.
- ☐ 3. Ensure that 98 percent of metals are ultimately utilized on products, which is achieved when a facility is land disposing less than 2 percent of the metals it purchases. Companies can meet this goal by recycling 100 percent of their waste or by reducing the generation of sludge by 50 percent.
- ☐ 4. Achieve a 90 percent reduction in organic toxic release inventory (TRI) chemicals. Note that TRI requirements apply to all facilities with SIC codes of 20-39 that have 10 or more full-time employees.
- ☐ 5. Reduce land disposal of hazardous sludge by 50 percent and reduce sludge generation.
- ☐ 6. Reduce the amount of metals released to the air and water by 50 percent.
- ☐ 7. Reduce human exposure to toxic materials in the facility and the surrounding community.

- b) Achieve a minimum progress report rating of 30 percent. ***Attach a copy of your report.***

★★★ 3-STAR CRITERIA (equivalent to the National Metal Finishing SGP silver level)

Metal finishers applying for three stars must:

- 1) Meet the 2-Star criteria listed above.

2) Do one of the following activities:

- a) Meet four of the seven facility-based SGP performance goals listed below. *Place an x in the boxes next to the goals your company has met.*

- ☐ 1. Achieve a 50 percent reduction in water purchased and used, adjusted for any changes in the facility's production level.
- ☐ 2. Either achieve a 25 percent reduction in facility-wide energy use, qualify as "Best in Class" for energy reduction goals that have already been met, or provide an explanation if you have increased energy use as a result of increasing the treatment of your process water.
- ☐ 3. Ensure that 98 percent of metals are ultimately utilized on products, which is achieved when a facility is land disposing less than 2 percent of the metals it purchases. Companies can meet this goal by recycling 100 percent of their waste or by reducing the generation of sludge by 50 percent.
- ☐ 4. Achieve a 90 percent reduction in organic toxic release inventory (TRI) chemicals. Note that TRI requirements apply to all facilities with SIC codes of 20-39 that have 10 or more full-time employees.
- ☐ 5. Reduce land disposal of hazardous sludge by 50 percent and reduce sludge generation.
- ☐ 6. Reduce the amount of metals released to the air and water by 50 percent.
- ☐ 7. Reduce human exposure to toxic materials in the facility and the surrounding community.

- b) Achieve a minimum progress report rating of 60 percent. ***Attach a copy of your report.***

★★★★★ **4-STAR CRITERIA** (equivalent to the National Metal Finishing SGP gold level)

Metal finishers applying for four stars must:

- 1) Meet the 3-Star criteria listed above.
- 2) Do one of the following:
 - a) Meet all seven of the facility-based SGP performance goals and/or achieve a progress report rating of 100 percent.
 - b) Meet all goals except the energy reduction goal and qualify as “Best in Class” for previous energy reduction efforts.
 - c) Meet all goals except the energy reduction goal. If your business has increased its energy use and is unable to meet the energy reduction goal due to increased treatment of process water, ***attach information explaining your treatment process.***
- 3) Do one of the following activities:
 - a) Be actively involved in a community outreach program (such as the Industry Partners for Safety Awareness Good Neighbor Program) or environmentally conscious group, or actively promote environmental issues within an industry association or group. *Indicate the program or group you are working with:* _____
 - b) Organize a community stakeholder group in anticipation of preparing an Environmental Management System. *Describe your efforts below or **attach appropriate information to this application.***
 - c) Have a defined environmental policy statement that is signed by your company’s senior management. Note that this is the first step in developing an Environmental Management System. ***Attach a copy of your policy statement or list the Web address where your statement is located:*** _____

★★★★★ **5-STAR CRITERIA** (eligible to apply for U.S. EPA's Performance Track Program)

Metal finishers applying for four stars must:

- 1) Meet the 4-Star criteria listed above.
- 2) Mentor others in your industry to improve environmental performance. As a mentor, your company’s name will appear on IDEM’s Web site and various publications related to the metal finishing industry.
- 3) Have an Environmental Management System (EMS) in place which is either ISO 14001 certified or equivalent. ***Attach a copy of your EMS certificate if certified.*** The EMS must include the following 17 elements:

1. Environmental Policy	10. Document Control
2. Identification of Environmental Aspects	11. Operational Control
3. Identification of Legal and Other Requirements	12. Emergency Preparedness and Response
4. Setting of Objectives and Targets	13. Monitoring and Measuring
5. Environmental Management Programs	14. Nonconformance and Corrective and Preventive Action
6. Structure and Responsibility	15. Record Keeping
7. Training, Awareness and Competence	16. EMS Audits
8. Communication Protocol	17. Management Review
9. EMS Documentation	

STATEMENT OF COMMITMENT

Strategic Goals Program Participant Metal Finishing Sector

Complete this form and mail it to the address below, or fax it to (703) 750-6506.

Global Environment and Technology Foundation
Attn: Tim Conner
7010 Little River Turnpike, Suite 460
Annandale, VA 22003

The Strategic Goals Program began as a cooperative effort between the U.S. Environmental Protection Agency's Common Sense Initiative and the metal finishing industry, represented by the National Association of Metal Finishers (NAMF), the American Electroplaters and Surface Finishers Society (AESF), and the Metal Finishing Suppliers Association (MFSA).

(Company Name)

is proud to be a participant in the Strategic Goals Program.

Our company is willing to make a good faith effort toward achieving the set of National Performance Goals that have been jointly agreed upon through the cooperative efforts of U.S. EPA and industry representatives.

We understand that the Strategic Goals Program is voluntary, and that we have the option to exit the program at any time, with no penalties or unfavorable consequences.

By signing this document on behalf of the company, we become eligible for program incentives as described in the Strategic Goals Program Membership Kit.

As a Strategic Goals Program participant, we're for solutions—working “cleaner, cheaper and smarter” for the benefit of the environment.

Contact Name: _____

Title: _____

Daytime Phone: _____ Fax: _____

E-mail Address: _____

Company Address: _____

City: _____ State: _____ ZIP Code: _____

If applicable, fill in the information requested below for the POTW and/or control authority your company is discharging to:

POTW Name: _____

POTW Manager: _____ Title: _____